

Copdock & Washbrook Parish Council

Minutes of the Parish Council meeting held on Tuesday, 6 August 2024, 7.02pm

at the Village Hall, Old London Road, Copdock

Present: Cllr A Ward (Chair), Cllr S Downey, Cllr M Green, Cllr D Tyrrell

In Attendance: Mrs S Frankis, Parish Clerk & RFO
District Cllr, Dave Busby
3 Members of the public

The meeting was chaired by Cllr A Ward.

2661/2425 APOLOGIES: to RECEIVE and APPROVE Apologies for Absence

The Council resolved to receive the apologies received from Cllr L Butters for her absence due to a personal commitment.

2662/2425 DECLARATIONS OF INTEREST: to RECEIVE any Declarations of Interest

It was noted that following Cllr A Ward stepping down from his position as both a Trustee and Treasurer of the Village Hall, Cllr D Tyrrell has now taken on the role; this role is totally independent of the Parish Council. Should an agenda item ever arise whereby the Council is considering matters associated with the Village Hall, Cllr D Tyrrell will declare an interest and abstain from any discussion and/or vote.

2663/2425 DISPENSATIONS: to APPROVE any Requests for Dispensations

No requests for dispensations were received.

The meeting was adjourned.

2664/2425 To RECEIVE Reports from the County and District Councillors

(i) District Cllr Busby advised that it had been agreed to introduce short-term parking charges across the district.

No report from Cllr Hudson had been received.

(ii) **To RECEIVE Comments from Residents of the Parish on Current Agenda Items**

Mr P Herd referred to an online post that his wife had recently made regarding the Friendship Café that they organise and host and a 'Laugh Out Loud' emoji that Cllr L Butters had posted in response to it. Mr and Mrs Herd had found the response very upsetting. He further wished to quell rumours that the Café was in any way funded by the Parish Council.

He asked that the Council minute their support for the Café and confirmation that the Council does not fund the Café.

Cllr Ward responded with the Council's full support for the Friendship Café and confirmed that the Parish Council does not fund it.

Mr Herd left the meeting.

The meeting was reconvened.

2665/2425 MINUTES: to RECEIVE and CONFIRM the Minutes of the Parish Council Meeting held on 2 July 2024

The minutes of the meeting held on 2 July 2024, having been circulated to the Council prior to the meeting, were confirmed as an accurate record of the meeting; the minutes were duly signed by Cllr Ward.

2666/2425 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 2 July 2024

Re. minute number 2628 iii and 2649 iii/2425 – Risk Assessment

Cllr Downey advised he had already tabulated the findings of the risk assessment and had circulated the document to the Council; he re-circulated the document whilst at the meeting.

Re. minute number 2632 and 2648/2425 – Renewal of Achilles Licence

Achilles have signed and returned their 2024/25 Licence and have paid the due fee of £600.

An approach has been made to SCC to engage and open an exploratory, no commitment dialogue re a) having a longer-term lease and b) acquiring the freehold of the village hall field; a contact has been secured.

ACTION: Cllr Ward has contacted the SCC corporate land manager and is awaiting a response, with a mind to open an exploratory, no commitment dialogue with re a) having a longer-term lease and b) acquiring the freehold.

Re. minute number 2639/2425 – Cricket Club District Council CIL Bid

Cllr Ward and the Clerk confirmed that they had seen sight of the Cricket Club's year-end accounts.

Re. minute number 2654 ii/2425 – 20's Plenty

Cllr Tyrrell advised that the application to join the Scheme has to be submitted by both County Cllr Hudson and District Cllr Busby; Cllr Tyrrell will arrange a meeting with all parties in order to move the application forward.

ACTION: Cllr Tyrrell is to arrange a meeting with County Cllr Hudson and District Cllr Busby in order to move the 20's Plenty application forward.

2667/2425 FINANCE AND GOVERNANCE

i. SCHEDULE OF PAYMENTS: to Approve the Schedule of Payments for August 2024

Payments were approved as listed below.

No.	Payee	Description	Net	VAT	Total
P41	Moser Groundcare	Grass cutting – June 2024	795.00	159.00	954.00
P42	Lloyds Bank	Corporate Card	12.97	0.92	13.89
P43	Tesco Mobile	Clerk's phone	7.50	1.50	9.00
P44	Strudwick Codes	Web management	35.00	0.00	35.00
P45	Mrs S Frankis	Home broadband	15.00	0.00	15.00
P46	Babergh District Council	Dog & litter bin emptying	1242.00	248.40	1490.40
P47	Mrs S Frankis	Salary	645.04	0.00	645.04
P48	Waves	Water rates – allotments	230.75	0.00	230.75
P49	Moser Groundcare	Grass cutting – July 2024	405.00	81.00	486.00

The Parish Council expressed thanks to Mr M Green for reinstating the dog waster bin at Amor Lane.

ii. BUDGET & FINANCE REPORT: to AGREE the July 2024 Budget and Finance Report, including the Bank Balance

The July 2024 Budget and Finance Report and the Cash Book had been circulated to the Council prior to the meeting and were agreed. Cllr Green verified the bank balances totalling £113,660.46.

iii. RISK ASSESSMENT: to RECEIVE the Findings of the Parish Council Risk Assessment and to AGREE the Parish Council Risk Assessment Register 2024

This item had previously been dealt with under the agenda item 'Matters Arising'.

iv. FINANCIAL REGULATIONS: to ADOPT updated Financial Regulations, in accordance with the NALC Model 2024

The Council unanimously agreed to adopt the updated Financial Regulations, as circulated to the Council prior to the meeting.

v. BUDGET HEADING VIREMENTS

The Council unanimously agreed to vire £10.25 from precept budget heading 'Insurance' to precept budget heading 'Waste Management'.

vi. S137 GRANTS

Cllr Ward advised that the recent beer festival had been a very successful event, raising £3.5k. It had been agreed before the event, by the Beer Festival organising committee, that any profits would be made available for community groups to bid for, which they have been doing. A panel of the Village Hall will be looking at the requests and distributing funds accordingly. Cllr Ward proposed that if there weren't sufficient funds to meet all of the requests, then the Parish Council could make those community groups, who hadn't received any, or all, of their requested funding, aware of the LGA 1972, S137 funding available from the Parish Council. The Council unanimously agreed to support the proposal.

2668/2425 CLERK'S REPORT: to RECEIVE the Parish Clerk's Report

The Clerk's Report had been circulated to the Council prior to the meeting.

2669/2425 GDPR

i. To AGREE the updated 'Personal Data Audit Impact Assessment'

The Council unanimously agreed the updated 'Personal Data Audit Impact Assessment', as circulated prior to the meeting.

ii. To ADOPT updated 'Privacy Notice for Employees'; updated 'General Privacy Notice'; updated 'Privacy Statement' and updated 'Publication Scheme'

The Council unanimously agreed to adopt the updated 'Privacy Notice for Employees', updated 'General Privacy Notice', updated 'Privacy Statement' and updated 'Publication Scheme', as circulated prior to the meeting.

- iii. To APPOINT the responsibility of Data Protection Compliance within the Council to the Clerk
The Council unanimously agreed to appoint the responsibility of data protection compliance within the Council to the Parish Clerk.

2670/2425 PLANNING APPLICATIONS AND DECISIONS

The Planning Schedule for July 2024 had been circulated to the Council prior to the meeting.

- i. National Grid: Norwich to Tilbury Statutory Consultation
Cllr Ward advised the Parish Council response had been submitted. The Council recorded its thanks to the Burstall resident who had worked with the Parish Council in preparing the response.
- ii. Brockley Wood Update
Cllr Ward advised there were no updates to be shared; the legal claim for a judicial review of Suffolk County Council's approval has been submitted to the High Court and the formal decision from the Judge to allow the claim to proceed to a judicial review continues to be awaited.
- iii. DECISION NOTICES: to RECEIVE any Decision Notices published by Babergh District Council since the last meeting

DC/24/02426: householder application – erection of outbuilding for use as garden room/gym;
Elm View, Old London Road, Copdock IP8 3JF - **GRANTED**

2671/2425 PARISH COUNCIL WEBSITE: to AGREE Actions as Required

Cllr Green advised that we are almost at the stage where the site is ready to go live; the IP address details for our DNS/MX records have been requested.

2672/2425 COMMUNITY SPEED MANAGEMENT

- i. COMMUNITY SPEED WATCH SCHEME: to AGREE Actions as Required
Cllr Tyrrell advised that the first session was held last week; 4 volunteers have completed their training, and the equipment, provided by Suffolk Police, has been received. Two other volunteers have been approved and are awaiting their training; it is hoped that a 7th volunteer will also be in place soon. A further site in Chapel Lane has been identified, meaning there are now four sites which have been approved by Suffolk Police. It should be noted that that the Community Speed Watch scheme can not be deployed to the Old London Road, as this is a 50mph limit road; speeding vehicles can only be captured by the police in specialist vehicles.
- ii. 20'S PLENTY : to AGREE Actions as Required
This item had previously been dealt with under the agenda item 'Matters Arising'.
- iii. SPEED INDICATOR DEVICE (S.I.D.): to AGREE Actions as Required
Cllr Tyrrell advised the posts for the sites in Chapel Lane and The Street have as yet in be installed by Suffolk County Council.
ACTION: The Clerk is to forward details of the supplier and S.I.D. equipment to be purchased.
ACTION: Cllr Tyrrell is to submit an application to County Cllr Hudson for funding to purchase the S.I.D. equipment.

2673/2425 INFRASTRUCTURE DEVELOPMENTS: Active Travel Scheme Update

i. Neighbourhood Plan

Cllr Ward advised that Babergh District Council has submitted the Copdock and Washbrook draft Neighbourhood Plan to the external examiner and her comments / questions are awaited.

ii. Suffolk County Council (SCC) /Active Travel Capel to Copdock Park and Ride Cycle/Walk way Scheme

Cllr Tyrrell reiterated that, contrary to perceptions on local social media platforms, this scheme is owned by both SCC and Active Travel England. It is one of ten schemes across the County being considered and the Parish Council has already shared the link to these via its own Facebook page. All SCC/Active Travel schemes are driven by a government desire to get people out of their vehicles and to cycle, walk and wheel (i.e. mobility scooters). The role of the Parish Council is one of a consultee only and it will ensure that all residents will have the opportunity to comment when SCC has produced an outline that can be put out to consultation. It should be noted that there is currently no government funding in place beyond this initial/design consultation phase.

2674/2425 VILLAGE PROW MAINTENANCE GROUP: to AGREE to form a Village Public Rights of Way Maintenance Group

Cllr Ward advised he had met with Mr. J Mellish and Mr. R English with a mind to form a volunteer rights of way maintenance group, to take effect from the next growing season 2025. The group would work alongside the Suffolk County Council contractors rather than taking on full responsibility. The intention would be to launch a 'facebook' group in September / October 2024, with a meeting of interested volunteers to be held a couple of weeks later. The Parish Council unanimously agreed to support the initiative.

2675/2425 PLAYING FIELD WEED SPRAYING: to AGREE expenditure

The Council unanimously agreed to pay for the playing field to be treated at a cost of £350.00 +VAT; 50% of the cost will be met by Achilles football.

2676/2425 WHIGHTS CORNER

Permission from Suffolk County Council for CCTV cameras to be installed on their street lighting poles is still awaited.

District Cllr Busby left the meeting.

2677/2425 OLD LONDON ROAD FOOTPATH RECLAMATION: to AGREE Actions as Required

Cllr Ward advised that the Parish Council has been greatly frustrated by Suffolk County Council's bureaucratic processes which have stopped us from engaging our own contractor to take on works which should be undertaken by the County Council, but which they are failing to do. After much pursuing, Paul West, Suffolk County Council cabinet member for highways, has agreed to meet with Cllr Ward to discuss these issues and has asked that County Cllr Hudson also be present. A date is awaited.

2678/2425 ALLOTMENTS: to CONSIDER/AGREE Allotment Holder request to Erect a Toughened-Glass Greenhouse

The Council was unable to agree to the allotment holder's request to erect a toughened-glass greenhouse on his plot, as this would be in breach of the tenancy agreement; the Council would support the installation of a Perspex greenhouse.

ACTION: The Clerk is to notify the allotment holder that a toughened-glass greenhouse would not be permitted but that a Perspex greenhouse would be supported.

2679/2425 BABERGH DISTRICT COUNCIL CONSULTATION – CIL BID – C&W CRICKET CLUB PAVILION EXTENSION: to AGREE a Response

The Parish Council has received an invitation to submit a statutory response to the Cricket Club’s CIL application; the Council unanimously agreed to support the application.

ACTION: The Clerk is to respond to the Babergh District Council invitation, with a submission of support and to notify them that the Parish Council has agreed to contribute to the project from the Neighbourhood CIL funds that it holds.

2680/2425 NEXT MEETING: to CONFIRM the Date and Time of the Next Parish Council Meeting

The next meeting of the Council is to be held on 3 September 2024 at the Village Hall, Copdock at 7pm.

2681/2425 MATTERS RAISED BY MEMBERS

Cllr Green advised that the verge alongside Swan Hill is overgrown and obscuring the road signs. Cllr Ward advised the matter had been reported to Suffolk County Council, who have agreed to undertake the works within the next 5 working days. He also advised that the chevrons at the bottom of Swan Hill are worn and need repainting.

ACTION: The Clerk is to circulate the link to the Suffolk County Council Highways reporting tool so that individuals can submit reports themselves.

2682/2425 ITEMS FOR THE NEXT AGENDA

No requests were made.

There being no other business, the meeting closed at 8.11 pm.

Signed: _____

Date: _____

SUMMARY OF ACTIONS:

2666/2425 MATTERS ARISING: to CONSIDER Matters Arising from the Parish Council Meeting held on 2 July 2024

Re. minute number 2632 and 2648/2425

ACTION: Cllr Ward has contacted the SCC corporate land manager and is awaiting a response, with a mind to open an exploratory, no commitment dialogue with re a) having a longer-term lease and b) acquiring the freehold.

Re. minute number 2654 ii/2425 – 20's Plenty

ACTION: Cllr Tyrrell is to arrange a meeting with County Cllr Hudson and District Cllr Busby in order to move the 20's Plenty application forward.

2672/2425 COMMUNITY SPEED MANAGEMENT

SPEED INDICATOR DEVICE (S.I.D.): to AGREE Actions as Required

ACTION: The Clerk is to forward details of the supplier and S.I.D. equipment to be purchased.

ACTION: Cllr Tyrrell is to submit an application to County Cllr Hudson for funding to purchase the S.I.D. equipment.

2678/2425 ALLOTMENTS: to CONSIDER/AGREE Allotment Holder request to Erect a Toughened-Glass Greenhouse

ACTION: The Clerk is to notify the allotment holder that a toughened-glass greenhouse would not be permitted but that a Perspex greenhouse would be supported.

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ACTION: The Clerk is to respond to the Babergh District Council invitation, with a submission of support and to notify them that the Parish Council has agreed to contribute to the project from the Neighbourhood CIL funds that it holds.

2681/2425 MATTERS RAISED BY MEMBERS

ACTION: The Clerk is to circulate the link to the Suffolk County Council Highways reporting tool so that individuals can submit reports themselves.

Mrs S Frankis, Parish Clerk & RFO to Copdock and Washbrook Parish Council

Email: clerk@copdockandwashbrook.org

Website: www.copdockandwashbrook.org